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Foreign Affairs Manual

VOLUME 1 – Organization and Functions

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1 FAM 230
BUREAU OF HUMAN RESOURCES (HR)

Changes

1. Summary:
   - Per Department Notice 2013_08_094: The Office of Shared Services (HR/SS) and the Office of the Human Resources Shared Services Provider (HR/HRSP) will merge and continue operations as HR/SS, effective Monday, August 19. The merger and reorganization were recommended and approved with the objectives of reducing the duplication of efforts between the two offices, improving efficiency and effectiveness, and leveraging both offices' resources and expertise.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
4. The office responsible for the material in this subchapter is **HR/EX**. Please direct questions concerning content substance and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions (Paper Copies)

1. Remove and discard the old 1 FAM 230 (CT:ORG-306; 04-03-2013) and insert the new 1 FAM 230 (CT:ORG-320; 10-01-2013).
2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for

appropriate CT and initial.

Distribution Notice

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2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
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